



# **Homeless Prevention and Rapid Re-Housing Program**

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## **The Annual Action Plan Substantial Amendment**

**City of Miami Gardens**  
Department of Community Development  
1515 NW 167 Street, Bldg. 5, Suite 200  
Miami Gardens, Florida 33169

**REVISED**  
**June 22, 2009**

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the  
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

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Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

*Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.*

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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**A. General Information**

<b>Grantee Name</b>	City of Miami Gardens
<b>Name of Entity or Department Administering Funds</b>	Department of Community Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Daniel A. Rosemond
<b>Title</b>	Assistant City Manager, Director, Department of Community Development
<b>Address Line 1</b>	1515 NW 167 Street
<b>Address Line 2</b>	Bldg. 5, Suite 200
<b>City, State, Zip Code</b>	Miami Gardens, Florida 33169
<b>Telephone</b>	305-622-8000
<b>Fax</b>	305-622-8046
<b>Email Address</b>	drosemond@miamigardens-fl.gov
<b>Authorized Official</b> (if different from Contact Person)	Danny O. Crew
<b>Title</b>	City Manager
<b>Address Line 1</b>	1515 NW 167 Street
<b>Address Line 2</b>	Bldg. 5, Suite 200
<b>City, State, Zip Code</b>	Miami Gardens, Florida 33169
<b>Telephone</b>	305-622-8000
<b>Fax</b>	305-622-8041
<b>Email Address</b>	crewd@miamigardens-fl.gov
<b>Web Address where this Form is Posted</b>	www.miamigardens-fl.gov/cd

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$567,612</b>
<b>Amount Grantee is Requesting</b>	<b>\$567,612</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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**B. Citizen Participation and Public Comment**

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

**As required by the Department of Housing and Urban Development (HUD) Rules and Regulations, the City of Miami Gardens complies with regulation 24 CFR 91.105, Citizen Participation Plan for local governments. The City has adopted a citizen participation plan that sets forth the City's policies and procedures for citizen participation.**

**The City will advertise proposed allocations and the availability of Federal funds in newspaper of local circulation and on the City's website. Notices will also be circulated to schools, places of worship, and public facilities throughout the community to encourage participation by low and moderate-income persons, particularly those living in slum and blighted areas of the City, as defined by HUD, and in areas where CDBG funds are proposed to be used. In addition, the City has taken the necessary steps to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. The City offers translation services for any public meeting or public hearing, if the request for such services is requested four days in advance of the meeting. In addition, all meetings have been conducted in areas that are accessible to persons with disabilities.**

**The City, on an annual basis, will make available to citizens, public agencies, and other interested parties, information that includes: the amount of assistance the City expects to receive, including specific grant funds; available unspent prior year funds; and related program income. The City will also disclose the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.**

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
  - ☐ Grantee did not receive public comments.
  - ☐ Grantee received and accepted all public comments.
  - ☒ Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

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Response:

**On April 16, 2009, the City published the notice of substantial amendment in the Miami Herald newspaper. The notice indicated that written comments would be received until April 27, 2009 and a public hearing was scheduled for May 13, 2009. No written comments were received regarding the HPRP proposed activities.**

**During the public hearing, several comments were made. Some comments were not relevant to HPRP. Below is a summary of comments received during the public hearing.**

**Public Comment: Regarding abandoned homes in the city, an arrangement should be made with the owners (banks) of those properties to allow the city to rent the houses utilizing HUD funds. *City Response: We have another program that deals with abandoned homes. The HPRP funds are not appropriate for this purpose.***

**Public Comment: Will the community be notified about the program? *City Response: The program will be advertised in the newspaper and it will also be posted on the City's website.***

**The City Council also made comments on proposed HPRP activities. The comments included questions on the statistics of homeless persons in the city, whether the program would provide services for victims of domestic violence and persons aging out of the foster care program. Staff responded to that the program is intended for persons at risk of homelessness as well as those that maybe homeless. It was also stated that the city proposed program would provide services to persons exiting the foster care programs and victims of domestic violence.**

### **C. Distribution and Administration of Funds**

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

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☐ Other (Specify: \_\_\_\_\_)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

**The City of Miami Gardens Department of Community Development released a Request For Proposals (RFP) on June 5, 2009. The solicitation invited experienced organizations and community agencies to submit proposals for activities to be funded under the HPRP program. The RFP document was made available for download on the City's website at [www.miamigardens-fl.gov/cd](http://www.miamigardens-fl.gov/cd). On June 19, 2009, a pre-bid meeting was held with prospective proposers. Proposals must be submitted by the July 10, 2009 submission deadline. City staff will review proposals and make funding recommendations by July 24, 2009. Recommended agencies will receive written notification. Notice of proposed funding will be published in the Miami Herald newspaper on August 2, 2009 and on the City's website. Any agency wishing to appeal the funding recommendations can do so during the period of August 3 – 5, 2009. Funding recommendations will be presented to the City Council on September 9, 2009 for final approval. As per the Notice, Sub-recipient agreement(s) will be executed with selected agency(ies) by September 30, 2009.**

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

**Immediately upon City Council approval, sub-recipient agreement(s) will be developed. The agreement(s) will include a detail work plan and obligations as set forth by HUD regulations in the HPRP Notice. City staff will work collaboratively with the agencies(ies) in developing the program policies and procedures, programmatic design, outreach plans, referral processes, appropriate intake process and forms. Consistent with HPRP requirements, City staff will provide assistance as it relates to HMIS training and implementation, program timelines and performance benchmarks. A comprehensive public outreach campaign will be carried out to make citizens aware of the program. The agency(ies) will be ready to start providing assistance on October 1, 2009 in accordance with the terms of the sub-recipient agreement(s).**

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

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Response:

To ensure the use of HPRP funds in an effective and timely manner the City will follow its monitoring procedures accordingly, as outlined in the 2006-2011 Consolidated Plan. Quarterly on-site monitoring visits will be conducted for each sub-grantee during the program year. As needed, new sub-grantees may be visited more frequently to answer questions and check on program progress. A monitoring schedule will be prepared and the sub-grantee visits will be prioritized by determining if an organization is considered high risk.

A monitor will contact the agency to explain the purpose of monitoring and schedules a date and time for the on-site visit. Once this is completed, a confirmation letter will be sent prior to the scheduled visit to confirm all aspects of the monitoring and to explain what can be expected. In preparation for the monitoring visit, the monitor will review all written data on file for the sub-recipient, such as application for HPRP funding, written agreement and amendments, monthly reporting requirements, documentation of previous monitoring, and copies of audits.

During the actual visit, a thorough review of the sub-recipient's files ensures they comply with all regulations governing their administrative, financial and programmatic operations and that they are achieving their performance objectives within schedule and budget. A clear written record of the on-site visit is kept by using one or more of the City's monitoring checklists. The assigned monitor will fill out the form during the visit.

At the end of the visit, the monitor concludes the visit by reviewing the tentative conclusions from the monitoring. At this point, there will be a clear understanding between the monitor and sub-recipient of the areas of disagreement and agreement regarding the monitoring results. Once the on-site visit is completed, the monitor prepares a formal written letter describing the results of the visit, providing recognition of the sub-recipient's strengths and weaknesses. A copy of this letter should be kept on file with the sub-recipient's grant agreement and monthly reports.

If the sub-recipient is experiencing problems or is failing to comply with regulations, these issues will be specifically outlined in the monitoring follow-up letter, along with recommendations or requirements to address and rectify the problems. If a concern or finding is issued for noncompliance with Federal rules and regulations, a monitoring follow-up letter will provide recommendations on how the situation can be remedied, but no additional action is required. When a finding is issued, the monitoring follow-up letter will identify a deadline for

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when the specific issues must be corrected. The monitor will then follow-up with the organization to make sure that corrective actions have been made.

For situations in which the recommended corrections have not been made, the organization will be placed on a probationary period, which must be approved by the Community Development Director, until the issues have been rectified and the sub-recipient is once again in compliance with Federal regulations and the grant agreement. If after these steps the agency has not resolved compliance issues, the HPRP funds will be recaptured and reallocated to other agencies for use in appropriate services.

### **D. Collaboration**

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

**Collaboration between all city departments applying for funding under the Recovery Act have been established by the City to coordinate maximum benefit to similar target populations. Other departments applying for funds under the Recovery Act include but are not limited to the police department (Dept. of Justice), Parks and Recreation (Dept. of Health and Human Services), Public Works (Florida Dept. of Transportation & Miami-Dade County). Additionally, the department of community development will be submitting application for funding from the Dept. of Energy (Energy Efficiency & Conservation Block Grant). City staff will work with these departments and sub-grantees to identify other programs funded through the Recovery Act that would benefit the target population. Services including Temporary Assistance for Needy Families (TANF), childcare and employment services through South Florida Workforce, domestic violence services, and other types of public assistance will be coordinated through sub-grantees and city departments as appropriate.**

**The City will also reach out to other local agencies, faith-based organizations and not-for-profit entities in an effort to eliminate duplication of services and coordinate all benefits that may be available to the target population. Initial contact has already been made with the Miami-Dade Homeless Trust, Switchboard of Miami, and other local not-for-profit agencies to assess services offered to individuals that are homeless or at risk of becoming homeless. This coordination will continue throughout the program through meetings and written communication as well as telephone contacts. As additional information**



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becomes available from federal agencies regarding Recovery Act funds that would benefit HPRP participants, the city will work aggressively to connect participants with the services available. This collaboration will continue throughout all stages of the program including planning, implementation and delivery of services to clients.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

**The City of Miami Gardens in partnership with Miami-Dade County Homeless Trust operates under the Miami-Dade County Community Homeless Plan. The Miami-Dade County Homeless Trust serves as the lead agency implementing a countywide strategy to serve homeless individuals and families throughout the community. The Homeless Trust pools the Entitlement Jurisdiction funds for all of Miami-Dade County to fund a wide variety of Homeless Assistance programs. The City of Miami Gardens along with the cities of Miami, Miami Beach, Hialeah, and North Miami has joined in partnership with the Miami-Dade County Homeless trust to provide countywide Homeless Assistance Services.**

**The Homeless Trust pools the Entitlement Jurisdiction funds for all of Miami-Dade County to provide a wide variety of Homeless Assistance Programs. These funds will go directly to Miami Dade County for regional distribution. The City of Miami Gardens has mirrored the priorities of the Homeless Trust as our regional service provider.**

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

**The consolidated plan states that the determination of homeless needs is based on countywide homeless census reports done twice yearly by the Miami-Dade Homeless Trust**

**Individuals and families who are at risk of homelessness are served through a countywide Homeless Helpline, which provides case management, rental, mortgage and utility assistance to those at risk of homelessness. This category includes people who are facing evictions, living doubled up, or are un/underemployed. The City of Miami Gardens will accept referrals from the**

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**Homeless Helpline for its financial assistance and housing  
relocation/stabilization services.**

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**E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re- housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	169,869	\$100,000	\$269,869
Housing Relocation and Stabilization Services <sup>2</sup>	\$185,500	\$46,260	\$231,760
<b>Subtotal</b> (add previous two rows)	<b>\$355,369</b>	<b>\$146,260</b>	<b>\$501,629</b>

  

Data Collection and Evaluation <sup>3</sup>	37,602
Administration (up to 5% of allocation)	28,381
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$567,612</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

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Signature/Authorized Official

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Date

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Title